



## Instructions for Electronic/Hard Copy Submission

### Submission Guidance

To facilitate submission of your organization's guidelines, we offer this guidance:

1. Download the [Guideline Submission Kit](#). This Kit includes various documents to assist you in the submission process. See [Submission FAQs](#) for examples of guideline documentation submitted to NGC from participating guideline developers.
2. Include the following in your submission:
  - Electronic copies or links to the guideline document and any supporting guideline documentation (e.g., systematic review, evidence report, technology assessment)
  - The name, address, telephone number, and e-mail address of an appropriate contact person
  - A completed Copyright Agreement Form (if applicable)
3. Prepare your submission using the following guides:
  - Review the Inclusion Criteria (available in the Guideline Submission Kit). Guideline submissions must meet all Inclusion Criteria.
  - Refer to the Guideline Submission Checklist (available in the Guideline Submission Kit) for guidance on how to prepare your submission. This checklist will assist you in providing the necessary information and/or documentation that is required by NGC.
  - Complete the Copyright Agreement Form (available in the Guideline Submission Kit). NGC must receive copyright permission to abstract and post the guideline summaries before your organization's guidelines can be included on the NGC Web site (unless the guidelines are in the public domain).
4. Your Guideline Submission can be submitted in one of two ways:
  - Electronic files. Word or PDF files should be sent to Vivian Coates, NGC/NQMC Project Director, at [info@guideline.gov](mailto:info@guideline.gov).
  - Providing a link. A list of the titles being submitted along with the appropriate links should be sent to Vivian Coates, NGC/NQMC Project Director, at [info@guideline.gov](mailto:info@guideline.gov).

Questions regarding submissions can be directed to Ms. Coates at [info@guideline.gov](mailto:info@guideline.gov).

#### For Additional Information

Additional information regarding NGC is available from Mary Nix, Project Officer, Center for Evidence and Practice Improvement, Agency for Healthcare Research and Quality (AHRQ), e-mail: [info@guideline.gov](mailto:info@guideline.gov).

#### Are You Also a Measure Developer?

Visit our sister site, the [National Quality Measures Clearinghouse \(NQMC\)](#), and submit your evidence-based quality measures and measure sets.